

## COUNTY BOARD COMMITTEE MINUTES

**COMMITTEE: LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE**

**DATE:** September 25, 2012

Meeting called to order by Paul Babcock at 8:30 a.m. Members of the committee present were: Paul Babcock, George Jaeckel, Pam Rogers, Ed Morse

Others present were: Chief Deputy Parker, Sheriff Milbrath, Captain Scott

Absent: Dwayne Morris

**Compliance with open meetings law:** Chief Deputy Parker assured.

**Approve agenda:** The agenda was approved as presented.

**Approval of minutes:** A motion was made by Pam Rogers, and seconded by Ed Morse that the August 24, 2012 minutes be approved as printed. George Jaeckel abstained. Motion carried.

**Public Comment:** No public comment.

**Communications:** None.

**Discussion regarding the committee's process of reviewing bills:** After discussion on the pros and cons of going through the stack of bills each month, the committee ultimately decided to continue looking through them so they feel more comfortable signing the recap sheet.

**Discuss the procedure for briefing the committee on disciplinary issues:** Chief Deputy Parker talked about the process of discipline within the Sheriff's Office and the fact that they take it very seriously. He wondered if the committee would like to know about both minor and major issues. Ultimately, the committee decided they would like to know about the more serious issues when they are concluded so that it doesn't interfere with the process, but don't necessarily want to hear about any minor incidents. Citizen complaints were also discussed and the Sheriff said they don't receive a lot of those, most citizen input has been pretty positive. However, the Sheriff's Office has a citizen complaint form for members of the public to file a formal complaint against a deputy or deputies, or other staff.

**Discussion and/or recommendation regarding the structural study of the annex building:** the committee received a copy of the study done by GMA Engineers to reference and Chief Deputy Parker referred to page 9 of the study which related the estimate of probable costs if the building was demolished (\$1.56 million) and the following page gives the estimate to repair the building (\$370,000). Chief Deputy Parker gave a little background on the study document which he received on Tuesday of this week. Last week the Sheriff's Office met with the Finance Committee to approve their 2013 budget. He said he read the study on Tuesday night after he received it and forwarded it on to the Sheriff and captains for their review. He also cc'd a copy to Gary Petre but was not expecting any action to be done with the information at that time since others still needed to review the document. The next morning, Mr. Petre sent an e-mail at 7:50 indicating that the Finance Committee was going to be addressing this study at about 8:30 and wished to have either the Chief or Sheriff attend at that time. Chief Deputy Parker was on vacation that day but was planning on being in later that morning to address the communications project item at the same meeting. Neither the Chief nor Sheriff saw the e-mail in time to be present when the study was

discussed during the Finance Committee's budgetary process but the item was discussed at that time by the Finance Committee. They decided to use the funds that had been set aside to start the new storage building at the annex site (\$141,200) and added the rest from the Highway Department building funds to make up the \$370,000 to repair the annex building. The money is now in a fund and the process will have to go through the appropriate committees/county board. Pam Rogers was concerned about the Highway Department funding that was appropriated, saying that money has already been spoken for. Because Mr. Petre was not present at the meeting and no one attending had been at the Finance Committee meeting that day, there was no clear answer to any questions. Chief Deputy Parker reiterated that the annex building is a county owned building and the concerns with the building itself have been brought up in the past. He then referenced some of the photos contained in the study which illustrated the areas of concern. The Sheriff talked about the county as a whole sometimes not addressing upkeep on some of the county structures. He added that many years ago the Infrastructure Committee members were taken out to the annex building to see the issues with it however the problems were not dealt with at that time. Pam Rogers asked if any discussion had been held about bonding the \$370,000 in order to keep the other funding intact. Chief Deputy Parker said he did not think that option had been discussed. At the time, the Finance Committee was getting the budget finalized and he thinks they put the funding together for the repair of the annex building so that process could be completed, although that option could probably still be discussed. Paul Babcock asked about the project being put out for bids and Chief Deputy Parker answered yes, that would be part of the process which also would add an extra cost to put together the RFP. He added that the itemized list of costs has an amount for engineering design and construction administration item for about \$27,400 which he said he hoped included their project management fee. Since that is GMA's estimated cost, it could be more or less after being put out for bids. The sheriff commented that he was sure GMA did a thorough job with this since the parking lot project was also done by them and they did a very good job with that. Lastly, the Chief Deputy said that he was frustrated by a quote in the paper, "My frustration is that there is a never-ending supply of Sheriff coming in here and needing large amounts of money for something that they haven't anticipated or that was overpriced." Some committee members expressed surprise at the quote as well; however, the Sheriff said he was not surprised. The Chief said it was a false statement and that the issue with the annex building has been addressed in the past and when this kind of statement is put in a public format, the public asks whether the organization is really that irresponsible to not take care of these things until they get to this point. He added that in all fairness, it probably wasn't the Sheriff's responsibility to bring someone in to do the study on the building. It is not strictly a Sheriff's Office building and there should be some process in place to inspect county buildings. The Chief asked for support from the committee to bring to the Infrastructure Committee meeting the following day. George Jaeckel expressed support for repairing the building and said he knew the Sheriff's Office was looking forward to having the extra storage building out there but in this case, the funding is better served in repairing the existing structure. The Sheriff mentioned that the Chief did not send the report to Gary Petre to have it addressed at the Finance Committee meeting before it was brought to the Law Enforcement and Emergency Management Committee and he apologized for that happening. Paul Babcock commented that he wished the executives were present to be involved in the discussion. Pam Rogers also expressed support for the restoration of the building but also added that the funding that was taken from other projects should have remained intact and the county should have gone into debt to pay for it (bonding). Chief Deputy Parker said that at the Infrastructure meeting the next day, that committee likely would make the recommendation whether the project should go forward and/or whether it needs to go back to the Finance Committee for alternatives or continuation with the decision made previously. Sheriff Milbrath added that he felt the public perception should be that the county is a good steward of their money.

George Jaeckel made a motion to bring their support of the repair project on the annex building to the Infrastructure Committee the next day and again to the Finance Committee if warranted. Pam Rogers seconded. The motion was unanimously approved by the committee members present.

**Grants – Status of ongoing or new grants:** Captain Scott briefly talked about receiving four new PBT's (Preliminary Breath Testers) from an unfunded grant. The Sheriff's Office participated in enforcement for the Click It or Ticket program and an OWI enforcement program even though they did not receive the grant this year. For their participation, the Sheriff's Office received the four PBT's (about \$450.00 each) and were also given a chance to receive \$4,000.00 (which they should find out about in the near future).

**Report from the Sheriff:** Sheriff Milbrath said they are looking at grants through the state and federal DOT to develop funding for an OWI program (24/7 Program). The program has offenders come to the Sheriff's Office to blow a PBT twice a day and has proven to be a huge deterrent.

This Saturday, as part of the propane grant, the Sheriff's Office will have one of the new propane vehicles (Tahoe) out at the car show/swap meet at the fairgrounds. People attending can see the system and can get information on how it works. On October 4<sup>th</sup>, the Sheriff also will be part of a panel focusing on the propane fleet.

The kitchen dietician recently paid a visit to the jail kitchen and said the facilities and menus were at the point that they are the best they can be. The kitchen has had a lot of donated food this summer, especially muskmelon. Crystal Farms just donated some cheese ends as well yesterday. So far this year there has been about \$50,000.00 worth of donated food items so far this year.

The state jail inspector also was here last week. Although the report has not been received yet, the Sheriff understood that the inspector was very pleased with everything. He also inspects the jail kitchen. The jail kitchen is the cleanest in the county. The Sheriff also talked briefly about going out and cleaning the kitchen at the fairgrounds so they possibly could charge a fee for using it which also would help keep it cleaner. Chief Deputy Parker said the jail inspector also mentioned a possibility to house state inmates next year but the Chief also warned not to get hopes up yet. The inmate population right now is fluctuating between 165 and 175.

Chief Deputy Parker talked a little about the items the Sheriff's Office requested funding for this year (as a notation regarding the newspaper article): squad video systems - \$67,000; radio communication project tower buildings - \$24,975 for Jefferson and \$24,960 for Palmyra site; an additional microwave antenna needed for compliance with the FCC (waiver denied) - \$8,800. To cover these items, about \$37,000 of the total was taken from the contingency fund and the rest was covered by the amount left from the parking lot project.

**Review monthly bills and financial items:** – The committee approved the monthly recap report for August bills in the amount of \$182,310.11. A spreadsheet summarizing current bills was reviewed by the committee members. The amount included the final payment for the parking lot project. Chief Deputy Parker briefed the committee on the budget numbers. Most areas are well within the parameters except for the fuel account (load of propane just received), overtime costs (short four deputies right now) and Workmen's Comp (\$102,478 at this time).

George Jaeckel asked about a Gen Comm invoice which the Chief Deputy explained was part of their annual service agreement. They respond 24/7 for issues with communications equipment.

Chief Deputy Parker mentioned that the Civil Service Commission concluded their last night of interviews for deputy positions last night. The Sheriff's Office has four positions open and the final command staff interviews will be held in October. They hope to hire two deputies into training status during October and another two will be given contingency offers. Those two will work down in the security area of the courthouse until the first two have gone through training, then the second two will be hired full time and begin their training process. Pam Rogers asked about the process of hiring deputies and whether the list was narrowed down for the Civil Service Commission. Chief Deputy Parker said that the process begins with the exam and this year the top 20 on the list were sent to detectives and deputies to do backgrounds. This time one candidate pulled out of the process, six did not pass the backgrounds and one candidate didn't show up for his interview. The Civil Service Commission interviewed 12 candidates.

**Review monthly jail and patrol activity reports:** Jail and patrol activity reports were reviewed.

**Jail assessment fund items:** General fund items for the month totaled \$4,474.17 (maintenance items, supplies, etc.). Another item from the jail kitchen for replacement of inmate food trays in the amount of \$1,800.00 was also presented.

Next meeting date is Friday, October 26, 2012 (Emergency Management).

The November meeting date was changed to Friday the 30<sup>th</sup> and the December meeting remains the scheduled date (the 28<sup>th</sup>).

A motion made by George Jaeckel to adjourn at 9:56 a.m., was seconded by Pam Rogers. Motion carried.

Motions Carried:   3   Lost:   0  .

Signed \_\_\_\_\_